

UNIT ONE: The Worksheet



Topics:

- Workbook Window
- Excel Worksheet
 - Fill handle
 - Automatic fill
 - Column widths
- Opening a file
- Saving a file

Do This:

I. Start Excel:

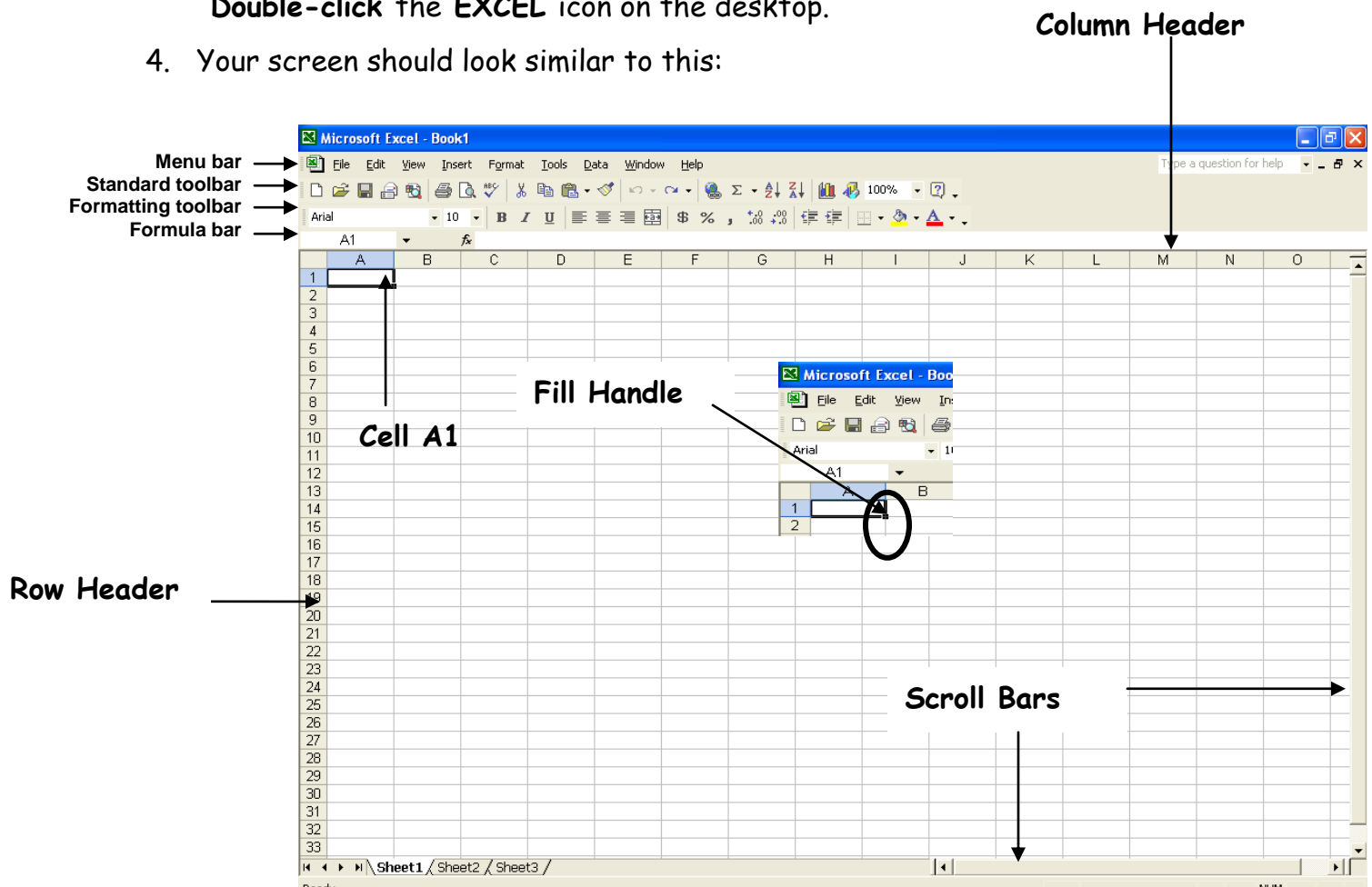
1. Click the **Start** button in the lower-left corner of the desktop.
2. Position the mouse pointer on **Programs**.
3. Click **Office, Excel**



OR

Double-click the **EXCEL** icon on the desktop.

4. Your screen should look similar to this:

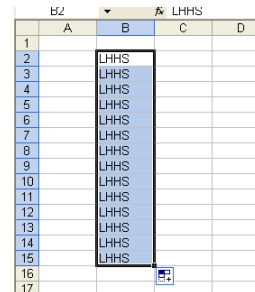
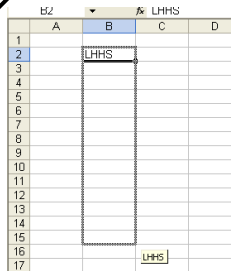
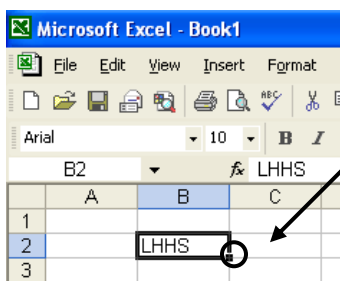


- ✚ **Workbooks** contain screens called **worksheets**.
- ✚ **Moving** from one cell to another can be done by: clicking in the new cell, using the Go To command, using the scroll bars, using the Tab Key, or using the arrow keys.
- ✚ **Fill Handle** allows the cell contents to be copied to another cell.
- ✚ **Column Header** is alphabetical and there are 256 columns in Excel 2000.
- ✚ **Row Header** is numerical and there are 65,536 rows in Excel 2000.
- ✚ **Automatic Fill** creates a standard series such as days of the week, months of the year.

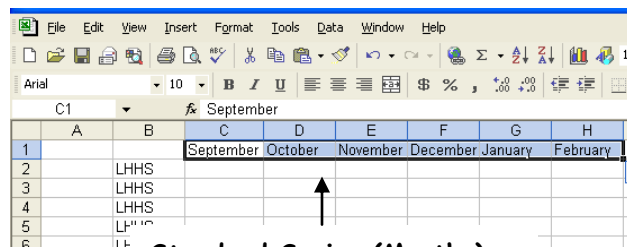
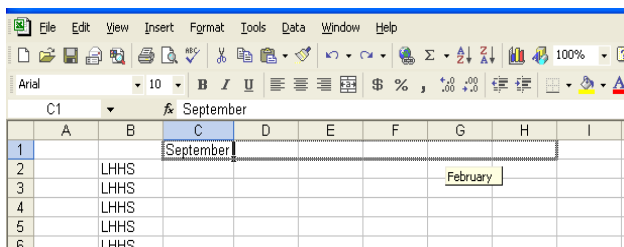
Do This!

II. Exploring the Worksheet:

1. Click in **Cell B2** and type **LHHS**.
2. Tab to **Cell C2**.
3. Use the Arrow Keys to move from one cell to another.
4. Use any of the mentioned methods to move to **Cell J25**.
5. Click on the **edit menu** and select **Go To**, enter **E33** in the **Reference Box**, click **OK**.
6. Move to **Cell A1** by pressing **Control+Home**.
7. Move to **Cell B2 (LHHS)** by pressing **Control+End**.
8. To **copy** the text **LHHS**, select the **Fill Handle** by clicking and dragging it to **Cell B16**:



9. Type **September** in **Cell C1** and hit **Enter**. Notice it does not fit properly and the cell needs to be widened.
10. Place the **mouse pointer** on the **line between columns C and D** in the **Column Header** (the mouse turns to a double arrow) and **double-click**. The width of the column has been adjusted to fit the text.
11. To create a standard series by using the **autofill feature**, click and drag the **fill handle** from **Cell C1** to **Cell H1** as shown below:



Standard Series (Months)

12. Continue dragging across **Row 1** extending the series of months from **February to August** (Cell H1 to Cell N1). The months from September to August should now appear in Cells C1 through N1.
13. Type **Monday** in **Cell A2** and drag the fill handle to create a series of weekdays to **A16**.
14. **Widen** any columns that need to fit the text properly. Refer to Step #10 if you forget how to do this!
14. In the file menu select **Close**, click **No** to save the changes.

Using Autofill:

To turn the automatic feature on or off, click **Assistant** and type *Automatic Entry*, then click **Change Options** button.

Do This:

III. Creating and Saving a Workbook:

1. On the **File** menu, click **New**.
2. On the **General** tab, double-click **Workbook** to open a new one.
3. Click **Cell B2**, and type *Student List*, hit **Enter**.
4. On the **File** menu, click **Save**.
5. Click the **Save In** arrow, and choose **your folder on the server** for your workbook.
6. In the **File name** box, type *Student List*.
7. Click **Save**.

Saving for the first time:

When you save the file for the first time, you should name the file as descriptively but as briefly as possible. Sometimes, you will want to name it as a particular version, or as a type of workbook (i.e., Student Lists V.1.2).

Do This:

Practice Exercise, Unit 1—SAVE THIS FILE AND SHOW YOUR TEACHER THE COMPLETED WORKSHEET.

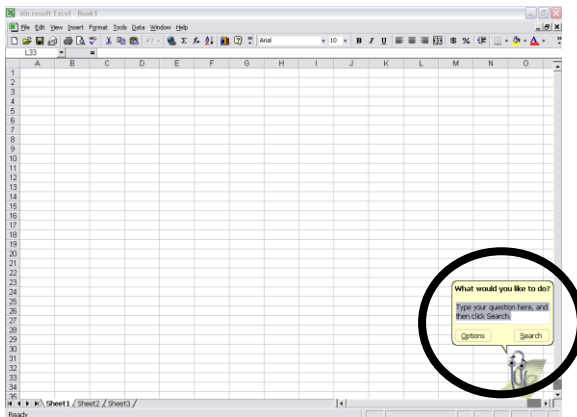
1. **Open** a new workbook.

2. In Cell C4, type *Monday*.
3. Click and drag the fill handle to select the cells through cell G4.
4. In Cell C5, type *Week 1*.
5. Click and drag the fill handle to Cell G5.
6. In Cell B6, type *September*, hit ENTER.
7. Widen Column B to fit the text.
8. Click and drag the fill handle of Cells B6 to B14.
9. Position the pointer in Cell D2.
10. On the **Formatting** toolbar, click the **Bold** button, and type *Student 2-Minute Presentations*.
11. Press ENTER.
12. **Save** (and close) the worksheet in your folder on the server as: *Activity One*

Do This:

IV. Using the Office Assistant (Help Menu)

1. Open a new workbook.
2. Go to **Help** on the menu bar and select **Microsoft Excel Help**. An office assistant similar to the one shown below should appear on your screen:



The Office Assistant can:

- Answer your questions (even if typed in everyday language)
- Give tips to improve your productivity
- Teach you faster and easier ways to use Excel

3. Type *workbook* in the dialogue box.
4. Click **search**.
5. Click **About workbooks and worksheets**, and read the Help topic that appears.
6. **Close** the Help Window.

Unit One

Review Questions

1. A workbook contains screens called:
 - a. Workbooks
 - b. Images
 - c. Photos
 - d. Worksheets

2. To move from one cell to another in Excel, you can:
 - a. Use the tab key
 - b. Click the desired cell
 - c. Use the Go To command
 - d. All of the above

3. When using the Office Assistant, you cannot use everyday language to ask specific questions.
 - a. True
 - b. False

4. There is a difference between a workbook and a worksheet.
 - a. True
 - b. False

5. To save your workbook in another folder, you must do the following:
 - a. File menu, Save As, Click Create a new Folder
 - b. File menu, Save As, Click Save as Type
 - c. File menu, Save As, Click Filename
 - d. None of the Above